

Division of Behavioral Health Services

Bureau of Compliance

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TO: T/RBHA CEOs

FROM: Jennifer Vehonsky
Acting Division Chief, Bureau of Compliance

SUBJECT: **POLICY CLARIFICATION: Provider Manual and Policies and Procedures Manual Forms**

DATE: June 20, 2006

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) and their providers in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) policy requirements regarding the use of forms included in the Provider Manual and Policies and Procedures Manual.

If the Provider Manual or Policies and Procedures Manual indicate that a form “must” be used, T/RBHAs and/or providers must obtain prior approval of the ADHS/DBHS Policy Office before removing or revising any of the form’s content. If the Provider Manual or Policies and Procedures Manual “recommends” the use of a form, T/RBHAs and/or providers do not need prior approval of the ADHS/DBHS Policy Office before modifying the form’s content.

T/RBHAs and/or their providers may add to any form T/RBHA or provider specific information, e.g., a fax date, without approval of the ADHS/DBHS Policy Office. T/RBHAs may require approval of any modifications to a form made by a provider.